# Proposal Form: New Academic Program

All new academic program proposals follow the workflow outlined on the UTA provost’s website [(https://resources.uta.edu/provost/)](https://resources.uta.edu/provost/) and must include a completed proposal form.

# GENERAL PROGRAM INFORMATION

* 1. Name of Program: Click or tap here to enter text.
  2. [CIP Code](https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56) (look up at <https://nces.ed.gov/ipeds/cipcode>): Click or tap here to enter text.
  3. Responsible College/School:
  4. Responsible Department:
  5. Program Coordinator (per [SACSCOC Principle 6.2.c](https://sacscoc.org/app/uploads/2019/08/2018PrinciplesOfAcreditation.pdf))

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

* 1. Type of Program (separate proposals needed for different credential types: degree, minor and certificate)

Degree: Bachelor’s Master’s Doctoral

*For degree programs: Can the degree be designed to include a series of stackable certificates?* Yes  No

Minor: Undergraduate Graduate

Certificate (check all that apply): Undergraduate Graduate

*For certificates: Should the certificate be available for non-UTA students to earn academic credit?* Yes  No

* 1. Program Description (1-2 paragraph/s overviewing program)

Click or tap here to enter text.

* 1. Catalog Description

Click or tap here to enter text.

External/Marketing Description (if different from catalog description above)

Click or tap here to enter text.

* 1. Program Level Student Competencies

Click or tap here to enter text.

* 1. [Marketable Skills](http://board.thecb.state.tx.us/reports/PDF/10796.PDF) (list/enumerate)

Click or tap here to enter text.

* 1. Fit with Strategic Plans

*Paste relevant elements from approved department and college/school strategic plan and briefly explain how the proposed program fits with these.*

Click or tap here to enter text.

* 1. Evidence of Demonstrated Need

*Provide/Describe evidence for each applicable area (check all that apply)*

Employment/job market (e.g. evidence from employers, employment databases, [Bureau of Labor Statistics](https://www.bls.gov/ooh/), [Texas Workforce Development Toolkit](https://brookingswof.shinyapps.io/TX_workforce_dev_app/), [Texas Workforce Commission](https://texaswages.com/), [Seek UT](https://seekut.utsystem.edu/) data): Click or tap here to enter text.

Student demand (e.g. results of student/recruitment surveys): Click or tap here to enter text.

Existing (peer) programs (e.g. no comparable programs; or identified programs unable to expand capacity for qualified applicants): Click or tap here to enter text.

Other: Click or tap here to enter text.

* 1. Areas of Distinction

*Provide/Describe evidence for how the proposed program is unique or distinct relative to internal and external existing/peer programs (check all that apply)*

Academic content: Click or tap here to enter text.

Delivery mode: Click or tap here to enter text.

Pricing: Click or tap here to enter text.

Time-to-completion: Click or tap here to enter text.

Other: Click or tap here to enter text.

* 1. Target Student Population (degrees and certificates only, check all that apply)

Started college, no degree

Displaced workers in need of upskill/reskill recent graduates

Specific educational/professional backgrounds or specific populations

Other: Click or tap here to enter text.

* 1. Delivery Modality/ies (check all that apply)

Fully online

Fully face-to-face

Mix of online and face-to-face coursework

Other (explain): Click or tap here to enter text.

# CURRICULUM PLAN

1. Admission Criteria (for catalog):

Click or tap here to enter text.

1. Program Curriculum

*Complete Tables 1, 2, 3, and 4 to list the required/core courses, prescribed elective courses, and elective courses of the proposed program and semester credit hours (SCH).*

Table 1. Semester Credit Hour Requirements by Category

|  |  |
| --- | --- |
| Category | Semester Credit Hours |
| General Education Core Curriculum  *(Bachelor’s degree program only)* | Click or tap here to enter text. |
| Required Courses | Click or tap here to enter text. |
| Prescribed Electives | Click or tap here to enter text. |
| Electives | Click or tap here to enter text. |
| Other *(Specify, e.g., internships,*  *clinical work)* | Click or tap here to enter text. |
| TOTAL | Click or tap here to enter text. |

*For the tables below, note with an asterisk (\*) courses that will be new/added if the proposed program is approved. Add to or replicate tables as needed.*

Table 2. Required/Core Courses

|  |  |  |
| --- | --- | --- |
| Prefix and  Number | Required/Core Course Title | SCH |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Table 3. Prescribed Elective Courses

|  |  |  |
| --- | --- | --- |
| Prefix and  Number | Prescribed Elective Course Title | SCH |
| Click or tap here to enter text. | Click or tap here to enter text.Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Table 4. Elective Courses

|  |  |  |
| --- | --- | --- |
| Prefix and  Number | Elective Course Title | SCH |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

1. Graduation/Completion Requirements [for catalog]

*Indicate any required minimum course-level grades, program GPA, etc.*

Click or tap here to enter text.

1. Program Faculty

*List current UTA faculty as well as any new faculty hires needed to teach in the program.*

Table 5. Faculty

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Rank of Faculty | Highest Degree and Awarding Institution | Courses Assigned in Program | % Time  Assigned  to Program |
| *e.g.: Robertson, David Assoc. Prof* | *PhD. in Molecular Genetics Univ. of Wisconsin-*  *Madison* | *MG200, MG285*  *MG824 (Lab Only)* | *50%* |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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# BUSINESS PLAN

1. Proposed Start Semester and Year: Click or tap here to enter text.
2. Student Investments (degrees and certificates only)

Total SCH required: Click or tap here to enter text.

Expected number of semesters to completion: Click or tap here to enter text.

Total student cost (range is okay): Click or tap here to enter text.

1. University Investments

***Work with college/school ARP to complete Table 6 and items immediately below; attach financial valuation spreadsheet***

Table 6. Five-Year Projected Enrollment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** | **Year 5** |
| **Total New Students** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** |
| Attrition | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Cumulative Headcount** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** | **Click or tap here to enter text.** |
| FTSE | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Graduates | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

Revenue and Full Cost of Program: Click or tap here to enter text.

Financial Break-Even Year: Click or tap here to enter text.

Profitable Year: Click or tap here to enter text.

1. Sunset Criteria and Plan

*Indicate criteria that will be used to determine whether and when to sunset the program*

Click or tap here to enter text.